



UTAH VACCINES FOR CHILDREN PROGRAM EMERGENCY VACCINE HANDLING CHECKLIST

Refrigerator Failure
(temperature too warm or too cold)

Delay in Refrigeration
(delivery problem, vaccines left out)

- ✓ **Refrigerate vaccines** appropriately. Don't assume that they cannot be salvaged. This may require packaging vaccines in a Styrofoam container with ice packs. Make sure you have these items available in your clinic and know the correct way to package vaccines. Contact the VFC Program, at (801) 538-9450, for assistance.
- ✓ **Complete the VFC program's *Emergency Response Worksheet*.** This worksheet will give you instructions on contacting the manufacturers and what information they require from you. This step is necessary to verify vaccine viability.
- ✓ **Refer to your clinic's written Emergency Vaccine Handling Procedure.** This is a VFC-required written plan of action should a storage problem occur. (For a sample copy, contact the Utah VFC Program, at (801) 538-9450).

When the manufacturer confirms that vaccines are spoiled, follow these steps:

- ✓ **Notify the Utah VFC Program**, at (801) 538-9450, of the loss.
- ✓ **Vaccine Return and Transfer Form**
Complete the VFC Vaccine Return and Transfer Form.
- ✓ **Emergency Response Worksheet**
Attach the completed Emergency Response Worksheet. (Information on contacting the manufacturers.)
- ✓ **Incident Report**
Write an incident report of the events that led to the loss and attach it to the VFC Vaccine Return and Transfer Form.
- ✓ **Plan of Action**
Include with the incident report a plan for the future to prevent this incident from reoccurring.
- ✓ **Mail Spoiled Vaccines and Above Paperwork to the VFC Program**
Package the spoiled vaccines in an envelope or box, enclose the above documents, and mail to the VFC Program. Ice packs and priority mail are NOT necessary.

Mail Envelopes to:
Utah Department of Health
Immunization Program
PO Box 142001
Salt Lake City UT 84114-2001

Mail Boxes to:
Utah Department of Health
Immunization Program
288 N 1460 W
Salt Lake City UT 84116

Enclose these additional items for Refrigerator Failure ONLY:

- ✓ **Temperature Log**
Attach your clinic's temperature log for the **last week prior** to the refrigerator failure.
- ✓ **Emergency Handling Plan**
Attach your clinic's vaccine emergency handling plan currently in place.
- ✓ **Verification of completed refrigerator repairs/temperature checks** (if applicable)
If the loss was due to a mechanical failure, attach a copy of the repair bill or the new-purchase bill, along with **one week's** temperature checks.

The above steps must be completed before future VFC vaccine orders will be filled. In addition, you may be required to complete training in vaccine storage and handling.